

# CHILD SUPPORT/FRIEND OF THE COURT SPECIALIST

1 full-time, non-exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ College transcripts
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Family Independence Agency
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hope Laramore, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4176  
Fax: 906-353-8068  
Email: [hope@kbic-nsn.gov](mailto:hope@kbic-nsn.gov)

**Distribution Date:** April 21, 2014

**Closing Date:** May 5, 2014 at 4:00 pm

## POSITION ANNOUNCEMENT

<b><u>POSITION:</u></b>	<b>CHILD SUPPORT/FRIEND OF THE COURT SPECIALIST</b> 40 hours/week
<b><u>LOCATION:</u></b>	KBIC Tribal Court Baraga, Michigan
<b><u>SUPERVISORY CONTROL:</u></b>	Child Support Enforcement Program Director
<b><u>SALARY:</u></b>	Grade 9 (minimum starting wage=\$16.33/hour)
<b><u>SUMMARY:</u></b>	Provides comprehensive child support services to children, custodial parents, and non-custodial parents

### **REQUIRED QUALIFICATIONS:**

- Bachelor's Degree in Criminal Justice, Administration, or Social Sciences.

***OR***

- Equivalent combination of education and experience on a year for year basis in related field.
- Experience working in child support or court system is preferred.
- Experience with mediation, or must be willing to obtain certification within one (1) year.
- Must have, experience and knowledge using word processing and spreadsheets (i.e. MSWord, Windows, Excel, Access, Etc.).
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Must be bondable.
- Must maintain strict confidentiality.
- Must be able to maintain the highest level of professionalism.
- Ability to take direction and instruction.
- Ability to remain calm in difficult situations and with intense clients; defuse tense situations, and remain impartial.
- Ability to be culturally sensitive in a diverse society.
- Must have valid Michigan drivers license, reliable vehicle and vehicle insurance, a good driving record, and be insurable to drive fleet vehicles.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; and work with mathematical concepts such as probability and statistical inference, and establish formulas.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
 

Crimes of violence	Sexual Assault
Molestation	Exploitation
Contact with or Prostitution	Crimes against persons
Offenses committed against children	Child abuse or neglect
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to qualified Veterans (need DD214).

**DUTIES AND RESPONSIBILITIES:**

- Analyzes cases to determine appropriate actions.
- Manages caseload.
- Initiates actions to establish paternity and/or child support orders under guidelines set by Tribe.
- Calculates child support obligations and debts.
- Locates parents and their assets using available information.
- Initiates appropriate collection actions.
- Negotiates repayment of child support debts.
- Records all actions taken, conversations held, documents received or requested in case files.
- Must be willing to travel and attend child support specific training.
- Must work effectively with other units of government.
- Performs other duties as assigned.

**FRIEND OF THE COURT DUTIES AND RESPONSIBILITIES:**

- Conducts thorough interviews for preliminary and final divorce proceedings when children are involved.
- Conducts investigations/interviews regarding custody and parenting time.
- Prepares reports and recommendations for the Court regarding custody and parenting time.
- Performs Mediation upon agreement of both parties as a way to settle disagreements regarding custody and parenting time before going into the Court Room.
- Completes agreed Court Order to be reviewed and signed by a Judge.
- Provides instructions for motions, responses, and orders for modifying custody or parenting time.
- Assists the court with enforcing orders of custody, parenting time, and support.
- Protect the best interests of children in all Friend of the Court matters.
- Performs other duties as assigned.

***This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***

**Distribution Date:** April 21, 2014

**Closing Date:** May 5, 2014 at 4:00 pm